

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: CHIEF PAYROLL OFFICERS
ALL STATE AGENCIES**

DATE December 10, 2008

FROM: Marc A. Leonetti, State Controller

**SUBJECT: PAYROLL SIGN-OFF FOR PAY PERIOD #13 ENDING 12-20-08
CPO 08-01**

To ensure a timely processing of PAYROLLS, and DIRECT DEPOSIT TRANSMISSION, you are **REQUIRED TO "sign off" on all payrolls no later than 3:00 pm on MONDAY December 22, 2008.**

Payroll accounts can be transmitted on Friday, December 19 , 2008 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

MAL/lac

CPO 08-01 PAYROLL SIGN OFF PP #13